

30 OCT 1973

MEMORANDUM FOR: Director of Training
SUBJECT : Letter of Appreciation

STAT 1. On behalf of my staff, I would like to express our thanks to [] and his production crew for the fine job they did in setting up the necessary equipment to film Mr. Colby's speech.

2. Mr. Colby's speech was intended to kick-off the Records Management Officers Conference. Unfortunately it had to be cancelled at the last minute because Mr. Colby had an unscheduled change of plans.

3. I only wish we would have had sufficient notice to save Frank the trouble of setting up his equipment.

SIGNED

[]
Chief, Information Systems Analysis Staff

DDM&S/ISAS/ORS:jlb

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